



## **MAJ KEVIN A ADAMS MEMORIAL COMPOSITE SQUADRON OPERATING INSTRUCTION 16-1**

**1 April 2016**

**COMMAND**

### **Squadron Activity Planning**

This instruction prescribes the process and policy for planning a squadron activity that occurs outside of normal meeting times or at a location other than Squadron HQ. This instruction applies only to MI-655. MIWG and CAP/NHQ publications and directives have precedence.

1. Any member wanting to promote or lead a squadron activity will present the concept to the CC for approval along with suggested dates, costs, and logistical requirements.
2. The CC will approve the activity at his discretion and assign a specific date and Project Officer.
3. The Project Officer will be an active senior member or cadet sponsor member as defined in CAPR 39-2. The Project Officer holds primary responsibility for the implementation or delegation of all planning, logistics, and execution of the activity. These responsibilities include:
  - Meeting all CAP regulation requirements (safety, CPPT, uniform, staff, paperwork, etc.).
  - Organizing all logistical arrangements such as schedules, transportation, reservations, costs, permissions, approvals, etc.
  - Registering participants and collecting CAPF 32 permission slips.
  - Obtaining, collecting and dispersing any related funds.
  - Keeping the CC informed of the planning status and any potential issues.
4. Squadron activity planning should meet the following scheduled milestones:
  - a. More than 30 days prior to the activity:
    1. Activity is presented to CC for approval.
    2. Date and Project Officer are assigned.
  - b. More than 21 days prior to the activity:
    1. Activity is announced.
    2. Registration is opened.
  - c. 14 days prior to the activity:
    1. Logistical details, reservations, payments, chaperones, etc. are finalized and completed.
    2. Activity is included on the Squadron Calendar IAW CAPR 52-10, 2-3 b.
  - d. 7 Days prior to activity:
    1. Participant list is finalized, CAPFs 32 collected, funds collected.
  - e. 48 hours prior to activity:
    1. Final Go/No Go decision is made based on weather and exigent circumstances.

5. Activity planning that does not to meet the scheduling milestones will be cancelled or postponed unless authorized to continue by the CC.

PAUL KLOEHN, Major, CAP  
Commander